



## CITY OF BULVERDE CERTIFICATE OF OCCUPANCY INSPECTION INFORMATION

**NOTE:** A building permit is required for any alteration or construction work.

To receive an inspection for “Certificate of Occupancy” it is important that the following instructions are followed:

1. Submit a completed Application for Certificate of Occupancy
2. Pay application fee
3. Contact the City of Bulverde Permitting Department to schedule inspection(s) no more than one day in advance. Inspections must be called in by 4:00 p.m. Monday—Friday and will be scheduled for the following business day.
4. Have the space or building accessible between the hours of 8:00 a.m.—5:00 p.m.

The Certificate of Occupancy inspection is an inspection for life safety items and general maintenance. Some common items noted during inspection are listed below. This list is not intended to be an all-inclusive list.

1. Doors to the exterior should not have double key locks, slide bolts, or other locking devices other than a thumb turn lock or bolt.
2. When required, illuminated exit signs must be in good working order.
3. Address and suite number must be posted on the building in 6” minimum numbers on a contrasting background clearly visible from the street.
4. Every space must have 24-hour access to the electric panel, which serves that space.
5. Missing circuit breakers or knockouts in electric panels and junctions boxes must be filled.
6. Broken or damaged electrical fixtures and cover plates must be repaired or replaced.
7. Added electrical fixtures and outlets must comply with the National Electric Code.
8. Hose bibs should have vacuum breakers.
9. Plumbing fixtures must be in good working order.
10. Any unused plumbing must be capped.
11. Gas appliances and heaters must be properly vented and installed



## CITY OF BULVERDE APPLICATION FOR CERTIFICATE OF OCCUPANCY

### PROJECT INFORMATION

PERMIT #: \_\_\_\_\_

PLEASE CHECK ONE: NEW FACILITY / FIRST INSPECTION ☐ ANNUAL INSPECTION ☐

PROPERTY NAME/DESCRIPTION: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

SUBDIVISION / AREA NAME: \_\_\_\_\_

### OWNER INFORMATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

CELL PHONE NUMBER: \_\_\_\_\_ FAX: \_\_\_\_\_

### TENANT INFORMATION

STATE SALES AND USE TAX ID NUMBER: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

CELL PHONE NUMBER: \_\_\_\_\_ FAX: \_\_\_\_\_

**\*\* ATTACH PROOF OF UTILITY SERVICE TO THIS APPLICATION (STATEMENT OR LETTER)**

A permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.

All permits require final inspection.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Application approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**CERTIFICATE OF OCCUPANCY FEE: \$ 160.00****ISSUE DATE:** \_\_\_\_\_

\* \* The Tenant must provide the City of Bulverde with their Sales and Use Tax ID number and proof of utility services prior to receiving a Certificate of Occupancy. Without proof of this information a Temporary Certificate of Occupancy, valid for up to 30 days, will be issued. Upon receipt of the required information, and after inspections, a permanent Certificate of Occupancy will be issued.